

Bullying Policy:

Laurel Institutes are committed to providing a safe and harassment-free education and work environment for all students and employees. Laurel Institutes expects all employees and students to treat others with dignity and respect. As part of that commitment, we have developed the following policy to identify intentional or unintentional actions that could be characterized as bullying and lead to disciplinary action up to and including termination of enrollment and/or employment.

Bullying includes, but not limited to any of the following:

- Repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others with the intention to humiliate or demean.
- Verbally slandering, ridiculing, or maligning a person or his/her family or friends; persistent name calling which is hurtful, embarrassing, insulting, or humiliating; using a person as the butt of jokes; saying things that would be viewed by others in the community as abusive and offensive; persistently interrupting another person or otherwise preventing another person's legitimate attempts to speak; using nicknames after being notified that the nickname is considered by the victim to be offensive; constant public criticism on matters that cannot be documented. Persistent singling out of one person or group of persons in a negative manner.
- Physical - pushing, shoving, kicking, poking, tripping, assaulting, threatening physical assault or damage to a person's work area or property.
- Non Verbal - threatening gestures such as, but not limited to approaching another person aggressively which could reasonably be interpreted as threatening, or making gestures that would reasonably be interpreted as amorous or sexual in nature.

Cyberbullying:

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

The most common places where cyberbullying occurs are:

- Social Media, such as Facebook, Instagram, Snapchat, Twitter, and TikTok
- Text messaging and messaging apps on mobile or tablet devices
- Instant messaging, direct messaging, and online chatting over the internet
- Online forums, chat rooms, and message boards,
- Email or mail
- Online gaming communities
- Engaging in verbal bullying via phone, or voicemail; or other communication; and spreading malicious rumors or gossip about another person

Violation of the bullying policy will result in disciplinary action up to and including termination from enrollment and/or employment.